



PROFESSIONAL EXPERIENCE EQUIVALENCY POLICY: EDUCATION; COUNSELLING, CHAPLAINCY AND SPIRITUAL CARE

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| Responsible officer | Chief Academic Officer | |
| Contact | Policy Coordinator, policy@morling.edu.au | |
| Approved by | Academic Board | |
| Responsible Body | Academic Board | |
| Approval date | 8 May 2019 | |
| Effective date | 8 May 2019 | |
| Review date | May 2022 | |
| Superseded documents | Academic Staff Professional Equivalency Policy, 2016 | |
| Related documents | none | |
| Policy classification <i>Select a General OR an Academic option</i> | General | Academic Academic Governance |

1. PURPOSE

To provide criteria and guidance in the evaluation of professional experience equivalence to Australian Qualification Framework (AQF) qualification levels for the purposes of engaging academic staff.

2. DEFINITIONS

| Key Term - Acronym | Definition |
|---------------------------|--|
| Senior level roles | Roles which include training, guidance or supervision of others; or the application of high level knowledge in a specialised field |
| AQF | Australian Qualification Framework |
| CCSC | Counselling, Chaplaincy and Spiritual Care |

3. SCOPE

This policy applies to academic staff teaching in the Faculty of Education and the Faculty of Counselling, Chaplaincy and Spiritual Care and delivering at least 40% of the unit content.

4. POLICY STATEMENT

Morling College is committed to complying with the requirements of Higher Education Standards Framework, 2015 3.2 (c) Staffing, which specifies that:

- (a) academic teaching staff must be qualified to at least one level of qualification higher than the course of study being taught (AQF+1) in a relevant discipline, or have equivalent relevant academic, professional or practice-based experience and expertise, and

- (b) academic staff who supervise research students hold a doctoral degree in a field relevant to the candidate's proposed research, or have equivalent research experience.

This policy provides the criteria and guidelines to assess professional experience equivalence to AQF qualification types.

5. PRINCIPLES

Qualifications and Equivalency

- 5.1 Academic staff will normally have the requisite level of relevant qualification (N+1, where N equals the AQF level of the course being taught) without the need to rely on professional experience to demonstrate equivalence.
- 5.2 For some staff, a combination of professional experience and qualifications in a relevant field, may be deemed equivalent to a given level of qualification. For such staff, an assessment of equivalency must be made before approval to teach can be granted.
- 5.3 Academic staff who are assessed on a combination of professional experience and qualifications in a relevant field will normally have formal relevant qualifications to at least the same level as that being taught.
- 5.4 Professional experience must be current and relevant to the unit being taught.
- 5.5 Unless there are exceptional circumstances (see “Exceptions” below), professional experience will only be used to assess one AQF level above that being taught.
- 5.6 Assessment of equivalent experience will take into account how the professional experience demonstrates achievement that is equivalent to the specific knowledge and skills established in the learning outcomes of the required AQF level being considered. It will also take into account discipline specific requirements.

Professional Experience

- 5.7 ‘Relevant professional experience’ may include but is not limited to:
 - (a) teaching experience (i.e. teaching at lower AQF levels, conducting professional development seminars, giving public lectures, scholarship and professional practice);
 - (b) experience outside tertiary education in industry, business or government; and
 - (c) leadership of local, state or national advisory bodies and/or community organisations.

Exceptions

Guest lecturers

- 5.8 Occasional guest lecturers will be exempt from the requirement to hold a qualification to at least one AQF level higher than the course of study being taught, but must be able to bring a level of knowledge and expertise which will add value to the teaching of the relevant discipline area.

Emergencies

- 5.9 In emergencies, such as the prolonged illness, accident, or misadventure of the designated and approved academic staff member, a case can be made by for replacing the staff member with one or more staff who satisfy the criteria for guest lecturers above.

Cases not covered by this policy

- 5.10 Morling College recognises that there may be cases not covered by this policy. In such cases, an academically defensible case can be made to the Academic Board for each individual case.

Approving Academic Staff

- 5.11 The Morling College Academic Board is responsible for approving all academic staff prior to their delivering units in Morling College coursework courses.
- 5.12 Records of approval of staff based on equivalency assessments will be maintained.
- 5.13 Approval of staff based on equivalency assessments will be reviewed by the Academic Board on an annual basis to ensure currency of equivalency and to review progress of staff towards completing an N+1 qualification.

Evidence of Professional and Research Experience

- 5.14 The evidence to be considered when assessing the professional experience of an individual may include evidence of:
- leadership in the development or implementation of professional standards
 - performing in a role that requires high order judgement and the provision of expert advice, or roles at a senior level
 - managing significant projects in the field
 - testimonials, awards or other recognition that acknowledges leadership or expertise in the field of education
 - contributions in the field of study through participation in advisory boards and professional networks
 - peer reviewed publications in the field of study

- other publications such as books and reports
- leadership or management of research acknowledged by peers
- CCSC only: accredited supervisor

Criteria

5.15 The criteria for equivalence listed below are considered minimal and, in any given case, the College may require additional criteria to be fulfilled in order to demonstrate equivalence.

| AQF level (N) | AQF Level of Degree in a relevant discipline Required (N+1) | Equivalency Criterion |
|---|--|--|
| Level 8 Graduate Certificate, Graduate Diploma | Level 9 Masters by Research or Coursework | A Level 8 qualification and experience in practice within the relevant profession (where applicable) PLUS EITHER <ul style="list-style-type: none"> • 5 years relevant professional experience some of which was in the last 10 years OR <ul style="list-style-type: none"> • Enrolment and satisfactory progress in a relevant Masters program plus relevant professional experience, together totalling 5 years |
| Level 9 Masters by Research or Coursework | Level 10 Doctorate by Research or Research and Coursework | A Level 9 qualification and experience in practice within the relevant profession (where applicable) PLUS EITHER <ul style="list-style-type: none"> • 7 years relevant professional experience some of which was in the last 10 years, with at least 3 of those years at a senior level OR • Enrolment and satisfactory progress in a relevant doctoral program plus relevant professional experience, together totalling 7 years |

6. RELATED DOCUMENTS AND LEGISLATION

Australian Qualifications Framework, Second Edition, January 2013

Commonwealth of Australia Tertiary Education Quality and Standards Agency (TEQSA) Act (2015)

Higher Education Standards Framework, 2015

TEQSA Guidance Note, October 2017, 'Determining Equivalence of Professional Experience and Academic Qualifications'

7. REFERENCES

TEQSA Guidance Note, October 2017, 'Determining Equivalence of Professional Experience and Academic Qualifications'

Excelsia College, 2018, 'Equivalence of professional experience, research and academic qualifications for the purposes of appointing academic staff' Issue 3

8. VERSION HISTORY

| Version | Approved by | Approval Date | Effective Date | Changes made |
|---------|----------------|---------------|----------------|--|
| 2.1 | Academic Board | 26 June 2019 | 26 June 2019 | Substituted the word 'course' for 'unit' in 5.1 |
| 2 | Academic Board | 8 May 2019 | 8 May 2019 | Major revision. Updating to reflect changes in structure and roles and adding text to reflect TEQSA Guidance notes. Equivalency Criterion changed to remove point system. Addition of 5.15. Procedural elements removed. |
| 1 | Academic Board | May 2016 | May 2016 | |

*Always **download** this policy anew from the Policies folder on the Morling share drive Policies/Staff Policies, as it may have changed.*